**THE QUARTERJACK SURGERY**

**JOB DESCRIPTION**

**JOB TITLE: NURSE PRACTITIONER**

**RESPONSIBLE TO: Nurse Manager/ Partners (Clinically)**

 **Practice Manager (Administratively)**

**HOURS: 25 hours per week**

**Job Summary**

The post holder is an experienced nurse who, acting within their professional boundaries, will provide care for the presenting patients who wish to be seen by a health care professional; from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care for same day care and minor illness/injuries. There is a requirement to see extra or emergency patients and to prescribe where appropriate. The post holder will demonstrate critical thinking in the clinical decision-making process, prioritising and assessing the needs of the patient accordingly, making any necessary referrals for investigations in the appropriate manner. Patients with problems needing referral to secondary care should be discussed with the registered GP before making such referral.

**Key Responsibilities**

**Clinical Practice**

* Assess, diagnose, plan implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis.
* Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly.
* Assess, diagnose, plan, implement and evaluate interventions/treatments for patients with complex needs.
* Proactively identifying, diagnosing and managing treatment plans for patients at risk of developing a long-term condition.
* Diagnose and manage both acute and chronic conditions, integrating both drug and non-drug-based treatment methods into a management plan.
* Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice, national and practice protocols, and within scope of practice.
* Work with patients in order to support compliance with and adherence to prescribed treatments. Provide information and advice on prescribed or over the counter medication, medication regimes, side effects and interactions.
* Prioritise health problems and intervene appropriately to assist the patients in complex, urgent or emergency situations, including initiation of effective emergency care.
* Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care.
* Triage and prioritise those patients requiring a home visit, to assess, diagnose, plan, implement and evaluate interventions/treatments.
* Working within the Frailty Framework, develop and implement care plans for those patients identified as Frail.

**Communication**

* Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
* Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
* Anticipate barriers to communication and take action to Improve communication.
* Maintain effective communication within the practice environment and with external stakeholders.
* Act as an advocate for patients and colleagues.

**Quality**

* Recognise and work within own competence and professional code of conduct as regulated by the NMC. Produce accurate and contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures.
* Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
* Deliver care according to NICE guidelines and evidence-based care.
* Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation.
* In partnership with other clinical teams, collaborate on improving the quality of healthcare responding to local and national policies and initiatives as appropriate.
* Evaluate patient's response to healthcare provision and effectiveness of care.
* Support and participate in shared learning across the practice and wider organisation.
* Use a structured framework (eg root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events.

**Leadership – personal and people development**

* Take responsibility for own learning and performance, including participating in clinical supervision and acting as a positive role model.
* Participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
* Participate in the education and training of students of all disciplines and the introduction of all members of the practice staff where appropriate.
* Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.
* Maintain continued education by E-learning, attendance at courses and study days as deemed useful or necessary for professional development.

**Team working – Liaison – Meetings**

* Adopt close working relationships with reception, office and dispensary staff to ensure the smooth running of the practice, reporting any problems encountered to the relevant person and ensuring everyone is aware of the different roles within the nursing team.
* Establish and maintain good liaison with other surgeries and agencies, including secondary care.
* Attend and contribute various practice meetings as requested, to include MDT/Virtual Ward meetings.

**Health and Safety**

* Promote and maintain own and others health, safety and security as defined in the practice Health and Safety Policy, to include, use of personal security systems within the workplace according to practice guidelines.
* Promote Lone Worker policy when carrying out home visits, identifying the risk involved in lone working and undertake such activities in a manner which manages those risks.
* Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.

**Confidentiality**

* Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information.
* Review and process data using accurate Read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes.
* Information relating to patients, carers, colleague's other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal sensitive data.
* Understand responsibility of self and others to the Practice and Primary Care Network regarding the Freedom of Information Act.

**Equality and Diversity**

* Ensure practice is conducted in such a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation.
* Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.
* Accept the rights of individuals to choose their care providers, participate in care and refuse care.

PERSON SPECIFICATION

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| *Job title – Nurse Practitioner* |
|  | **Essential** | **Desirable** |
| **Academic/****Vocational Qualifications** | Registered General NurseRelevant nurse practitioner qualificationPrescribing qualificationRecognised qualification to diploma level or above | A demonstrable commitment to professional development |
| **Experience** | Minimum 3 years’ post-registrationManagement of minor illnesses or ailmentsExperience of primary careExperience of working in accordance with the NMC Code of Professional Conduct (2002) and The Scope of Professional Practice (1992)Experience of Microsoft Office softwareExperience of SystmOne clinical systemExperience of dealing with the public/patientsLeadership and management experienceExperience of working with teams |  |
| **Knowledge/Skills** | Competent in nursing duties required for the postSpecific nursing skills / qualificationsExcellent communication skillsComputer literate with good keyboard skillsNumeracy skills |  |
| **Qualities/Attributes** | An understanding, acceptance and adherence to the need for strict confidentialityAbility to use own judgement, resourcefulness and common senseAbility to work without direct supervision and determine own workload prioritiesAbility to work as part of an integrated multi-skilled teamPleasant and articulateAble to work under pressureAble to work in a changingEnvironment/flexibleAble to use own initiativeAble to demonstrate enthusiasm to develop nursing skills |  |
| **Other**  | Flexibility of working hours/ able to work at the desired times | Car driver full licence |